

FILED: *Meetings*
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TOPICS FOR DISCUSSION AT MEETING WITH BRANCH OFFICERS RECORDS MANAGEMENT DIVISION

1. Colonel White reported upon the results of the Nation-wide Civil Defense exercise which took place on the 14th and 15th of June 1954. He reported that in the opinion of General Cabell and himself, as they participated in the exercise, it appeared to be quite effective and well managed. He indicated that communications, including contacts between overseas and field installations, represent a significant problem for this Agency, and he believes that the Agency should continue to pay careful attention to emergency communications. He also stated that we may be faced with a problem of the dispersal of records for emergency conditions. We must be sure that there are enough duplicates of records in safe places, and we must continue to promote our own records program which, in his opinion, is moving well. Colonel White also indicated that it would be well to keep in mind the possibility of improvements in our dispersal of warehouse materials, in order to be ready for emergencies. He requested that some thought be given to the possibility of establishing an air service, possibly helicopter, for liaison activities in time of emergency. He indicated that there may need be further planning as to the roles to be played by key Agency personnel who take their stations outside of Washington in time of emergency.
2. Colonel White reported to the group that [] of his staff is departing for an overseas assignment. He introduced [] [], as his replacement.
3. As the group discussed career service matters, Colonel White requested those present to exert their influence to cause the personnel for whom they are responsible to develop a "career" frame of mind. He asked those present to stimulate interest in the career service program, to encourage the development of career intentions, and to create an atmosphere in which as many as possible of those assigned to the DD/A offices will sign applications for career status when presented.
4. Colonel White indicated that, in his opinion, there is a possibility that too many people are seeing and handling highly sensitive materials and documents. He indicated that possibly too many people are being asked to sign such documents. He requested that procedures be established whereby only a minimum number of people should see the sensitive material and that the need-to-know principle be observed most carefully. He requested those present to examine accordingly their internal procedures in these respects and to improve them if necessary.
5. Colonel Edwards requested that all of those present spread the word that any member of the Agency should immediately report full circumstances if that member learns of outside allegations against any other member of the Agency. He indicated that this reporting is necessary to protect both the Agency and its personnel against whom the allegations were made. Such allegations should be reported to the office head, the Deputy Director (Administration), or the Director of Security.
6. Edna should be notified when anyone is going on leave and when they return to duty.

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